



POSITION VACANCY ANNOUNCEMENT
#NGSD-HRO- 16-ADOS-25
Opening Date: 19 April 2016
Closing Date: 3 May 2016

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: Funeral Honors Coordinator

LOWEST/HIGHEST GRADE AUTHORIZED: PVT/E-1 through SSG/E-6

DURATION OF ASSIGNMENT: 15 May – 30 Sep 16. This position is ADOS and is dependent on availability of funds. Orders may be extended or revoked depending on funds availability, job performance, continued need for the position, and mission requirements.

ORGANIZATION: South Dakota National Guard Soldier and Family Support

SELECTING OFFICIAL: LTC Bryan A. Jacobson
State Family Program Director
6728 (1-605-737-6728)
Bryan.Jacobson@us.army.mil

LOCATION: Rapid City, SD

Announcement does not constitute commitment to fill position.

POSITION DESCRIPTION:

The South Dakota National Guard Funeral Honors Program is seeking an Area Team Leader for Performing Funeral Honors in the Rapid City Area. Individual will be responsible for coordinating the fulfillment of Military Honors request within the Western Region of South Dakota. Applicant will coordinate with funeral director, veteran organizations and National Guard units to provide Military Funeral Honors for veterans. Applicant will be assisting, presenting information, and training to National Guard units, veteran organizations, and other organizations as tasked. Applicant will maintain records and equipment to standards for the area team. Submits all required proper documentation for team and individual performance for members in a timely manner will perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

- a. General: Applicant must be a member of the SD National Guard. Must complete the 40 hour basic Military Funeral Honors Course within 12 months of hiring . Must be in good standing and no negative personnel actions, FLAGS or temporary profiles. Ability to communicate clearly and effectively. Able to establish and maintain effective working

relationships with National Guard units, Funeral Directors, Veterans Organizations, media and the general public

b. Experience, education or training which demonstrates knowledge of Funeral Honors ceremonies. Qualified candidate must be a team player but able to work with minimum supervision on a daily basis. Ability to perform routine jobs, simple preventative maintenance tasks, and is able to use common tools and equipment in the line of work. Ability to prepare and present training programs to members or other groups as needed.

c. Other: Ability to work outdoors, in extreme weather conditions and irregular hours. Ability to travel extensively within the geographical area. Applicants must be able to complete the determined tour of military duty prior to ETS. Outside employment associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Position may require weekend, holiday or evening hours.

Submit the following:

1. DA Form 1058-R (Army Guard).
2. Current Retirement Point Assessment Statement (RPAS) NGB 23A.
3. Letter of Recommendation from Unit Commander.
4. Resume.
5. Most recent Medical Operational Data System (MODS) Individual Medical Readiness Record (IMRR)
6. Most recent AITS height and weight printout
7. Most recent DA Form 5500 or 5501 [If height and weight listed on AITS height and weight printout is above the limits of Table 1 (Screening Table Weight) AR 600-9]
8. APFT Score Card (DA 705) with a successful passing score within 12 months.
9. Copy of any permanent profiles

Applications must be postmarked by the closing date and mailed to address below:

SD National Guard
HUMAN RESOURCE OFFICE
ATTN: SSG James Blackwell
2823 West Main Street
Rapid City, SD 57702-8170

FULL TIME EMPLOYEES OF THE SOUTH DAKOTA NATIONAL GUARD: Applicants will notify their full-time supervisor and respective Directorate/MACOM Administrative Officer of their decision to apply for this position.

EQUAL OPPORTUNITY: The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factors.